

Contents

INTRODUCTION	1
FOR FURTHER INFORMATION	2
1. SYSTEM ARCHITECTURE OVERVIEW	3
1.0.1. TECHNICAL SPECIFICATIONS	4
2. GETTING STARTING WITH CLEAR VALUE	5
2.1. OBTAINING USER IDS AND INSTALLING CLEAR VALUE	5
2.2. LOG IN PROCEDURE	6
3. CAPTURING TRANSACTIONS	7
3.1. TRANSACTION ENTRY	7
4. MORNING CASH PROCESSING	10
4.1. STIF CALCULATION AND PROCESSING	10
5. MONTH-END RECONCILIATION	13
5.1. BOOK VALUE RECONCILIATION	14
5.1.1. RECONCILE INSURANCE CARRIERS WITH CLEAR VALUE	14
5.1.2. RECONCILE THE CARRIER STIF DATA WITH CLEAR VALUE	15
5.1.3. RECONCILE TRUSTEE/CUSTODIAN DATA WITH CLEAR VALUE	16
5.2. MARKET VALUE RECONCILIATION	18
5.2.1. RETRIEVE CURRENT MARKET VALUES	18
5.2.2. FILE UPLOAD TO YIELD BOOK	20
5.2.3. PRELIMINARY YIELD BOOK PROCESSING	21
5.2.4. PORTFOLIO ANALYSIS AND PRICE UPDATES	22
5.2.5. REVIEWING YIELD RESULTS	26
5.2.6. GENERATE YIELD BOOK REPORT	27
5.2.7. UPLOAD YIELD BOOK REPORT TO CLEAR VALUE	28
5.2.8. RECONCILING THE UPDATED UNDERLYING PORTFOLIO	29
5.3. MAIN LEVEL RECONCILIATION	33
5.3.1. PERFORMING MAIN LEVEL RECONCILIATION	33
5.3.1.1. DOWNLOAD SCHEDULE OF PAYMENTS FROM YIELD BOOK	35
5.3.1.2. IMPORT CASH FLOW PROJECTION TO CLEAR VALUE	39
5.3.2. COMPLETE MAIN LEVEL RECONCILIATION	43
5.3.3. GENERATE RECONCILIATION REPORT	46